

General Keyboard Shortcuts

- CTRL+C (Copy)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- DELETE (Delete)
- SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item (Copy the selected item)
- CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)
- CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
- CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
- CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
- CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
- CTRL+SHIFT with any of the arrow keys (Highlight a block of text)
- SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A (Select all)
- F3 key (Search for a file or a folder)
- ALT+ENTER (View the properties for the selected item)

•	ALT+F4 (Close the active item, or quit the active program)
•	ALT+ENTER (Display the properties of the selected object)
•	ALT+SPACEBAR (Open the shortcut menu for the active window)
•	CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
•	ALT+TAB (Switch between the open items)
•	ALT+ESC (Cycle through items in the order that they had been opened)
•	F6 key (Cycle through the screen elements in a window or on the desktop)
•	F4 key (Display the Address bar list in My Computer or Windows Explorer)
•	SHIFT+F10 (Display the shortcut menu for the selected item)
•	ALT+SPACEBAR (Display the System menu for the active window)
•	CTRL+ESC (Display the Start menu)
•	ALT+Underlined letter in a menu name (Display the corresponding menu)
•	Underlined letter in a command name on an open menu (Perform the corresponding command)
•	F10 key (Activate the menu bar in the active program)
•	RIGHT ARROW (Open the next menu to the right, or open a submenu)
•	LEFT ARROW (Open the next menu to the left, or close a submenu)
•	F5 key (Update the active window)
•	BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
•	ESC (Cancel the current task)

- SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

Dialog Box Keyboard Shortcuts

- CTRL+TAB (Move forward through the tabs)
- CTRL+SHIFT+TAB (Move backward through the tabs)
- TAB (Move forward through the options)
- SHIFT+TAB (Move backward through the options)
- ALT+Underlined letter (Perform the corresponding command or select the corresponding option)
- ENTER (Perform the command for the active option or button)
- SPACEBAR (Select or clear the check box if the active option is a check box)
- Arrow keys (Select a button if the active option is a group of option buttons)
- F1 key (Display Help)
- F4 key (Display the items in the active list)
- BACKSPACE (Open a folder one level up if a folder is selected in the **Save As** or **Open** dialog box)

Windows Explorer Keyboard Shortcuts

- END (Display the bottom of the active window)
- HOME (Display the top of the active window)
- NUM LOCK+Asterisk sign (*) (Display all of the subfolders that are under the selected folder)
- NUM LOCK+Plus sign (+) (Display the contents of the selected folder)

- NUM LOCK+Minus sign (-) (Collapse the selected folder)
- LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)
- RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

Microsoft Internet Explorer Navigation

- CTRL+B (Open the **Organize Favorites** dialog box)
- CTRL+E (Open the Search bar)
- CTRL+F (Start the Find utility)
- CTRL+H (Open the History bar)
- CTRL+I (Open the Favorites bar)
- CTRL+L (Open the **Open** dialog box)
- CTRL+N (Start another instance of the browser with the same Web address)
- CTRL+O (Open the **Open** dialog box, the same as CTRL+L)
- CTRL+P (Open the **Print** dialog box)
- CTRL+R (Update the current Web page)
- CTRL+W (Close the current window)

Other Information

- Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options